

POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

Overview

Position Title:	Civil Works Engineer	Industrial Instrument:	Bundaberg Regional Council Certified Agreement plus Queensland Local Government Industry Stream A Award
Position Number:	6290	Classification Level:	8
Employment Location:	Kalkie Depot	Position Status:	Full-time Permanent
Department:	Infrastructure	Document Last Reviewed:	12/07/2022
Branch:	Civil Works	Job Dictionary:	MD-7-900
Accountable To:	District Engineer		
Aim of Position:	The focus of this position is to provide engineering assistance to Council's District Engineers Civil Works capital construction and maintenance operations. The incumbent is to apply engineering skills to ensure operations are carried out within a business ethos, focusing on project management excellence and timely, cost effective delivery, while paying attention to customer service.		

Council Values

Bundaberg Regional Council's culture is driven by the following values:



Key Responsibilities

1. Management of civil construction and maintenance crews as required to deliver programs of work and implement appropriate systems to manage workflows and resources as directed.
2. Assist in the management of systems and processes that foster highly motivated, adequately resources work crews focused on continual improvement in the areas of customer service, construction and maintenance delivery and safety.
3. Apply engineering skills to implement effective cost-management systems and practices for construction and maintenance activities that generate focus on operational efficiency.
4. Assist District Engineers in construction and maintenance activities including plan review and comment, project design and site inspections.
5. Provide engineering advice and input to Civil Works issues as appropriate.
6. Effectively undertake stakeholder engagement and risk management processes that are integral to the Civil Works management operations.

7. Preparation of estimate of costs for works, obtain job cards and monitoring project costs.
8. Maintain an audit role of operations to ensure that high standards are maintained in the following areas:
 - Work Health and Safety
 - Technical Standards
 - Quality of Work
 - Corporate Image
 - Productivity

It is expected that the incumbent undertakes other reasonable duties and tasks requested by management within the incumbent's capabilities, including additional duties as requested during periods of absence of other staff.

Position Requirements - Qualifications and Experience:

Mandatory:

1. Relevant Tertiary qualification in Civil Engineering providing edibility for Corporate Membership of Engineers Australia.
2. Unrestricted Class "C" Driver Licence.
3. Demonstrated experience in the engineering aspects of construction and maintenance of roads, pathways, bridges and stormwater networks.
4. Demonstrated experience with advanced technical investigative and reporting work including design.
5. Extensive working knowledge of Asset Management principles.
6. Very highly skilled in the use of computer and industry standard software.
7. Well-developed interpersonal, oral and written communication skills and the ability to effectively communicate with a variety of internal and external parties.
8. Experience with the delivery of construction projects at a project management level using internal or external resources.
9. Ability to prepare cost estimates, review design plans and implement a system of cost control.

Desired:

1. Have or have the ability to obtain Registered Professional Engineering Queensland (RPEQ) in Civil Engineering.

Organisational Capabilities – Individual Employees (Leading Self):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

Capability	Descriptors
Building Relationships (mandatory)	Engage people to build positive relationships: <ol style="list-style-type: none"> 1. Puts themselves in other people's shoes to accept and value different thinking 2. Uses sound communication skills of active listening, paraphrasing to check for understanding, and appropriate language depending on the audience 3. Quickly assesses the emotions of colleagues around them and then adapts words, tone and gestures accordingly
Customer Focus (mandatory)	Focuses on customers: <ol style="list-style-type: none"> 1. Actively works to understand customers and stakeholders 2. Engages customers in a friendly and appropriate manner 3. Shows respect for customers and stakeholders
Safety and Professionalism (mandatory)	Models safe, professional and ethical behaviour: <ol style="list-style-type: none"> 1. Identifies safety issues and problems, takes and monitors corrective action 2. Is consistent in word and actions

	<ol style="list-style-type: none"> Is viewed as trustworthy, honourable and truthful, and respectful of the view of others Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self
Job Requirements (mandatory)	Applies knowledge and skill: <ol style="list-style-type: none"> Able to demonstrate knowledge appropriate for their role Demonstrates strong skills in their functional area Committed to maintaining a high standard of practice in their role
Cross-Organisational Thinking	Understands how their work makes a difference to Council: <ol style="list-style-type: none"> Can describe the vision and purpose for their direct area Able to describe how their work contributes to organisational objectives Considers wider organisational objectives when making decisions and performing their work
Leading People	Supporting others: <ol style="list-style-type: none"> Provides considered and supportive feedback to other team members and colleagues
Developing People with a One Team Focus	Supports others' capability development: <ol style="list-style-type: none"> Readily shares their knowledge and experience Acts as a coach, mentor, role model and sounding board for others
Driving People's Performance	Focuses on performance: <ol style="list-style-type: none"> Seeks to understand tasks, asks questions and knows what is expected of them Approaches challenging work situations with positive energy Sets priorities and organises self to meet work deadlines Reports progress and any potential delays of issues which may impact on others
Managing Stakeholders	Manages internal and external relationships: <ol style="list-style-type: none"> Written and verbal communication is clear and concise Listens to others actively and attentively Demonstrates a friendly and engaging interpersonal style Builds networks with peers Works collaboratively with others
Decision Making	Makes sound decisions: <ol style="list-style-type: none"> Demonstrates ability to research, understand and analyze information relevant to work tasks Shows judgement in decision making
Making Improvements	Open to making improvements: <ol style="list-style-type: none"> Shows a willingness to try new ways of working Generates and shares new ideas and suggestions for improvement
Progressing Change	Responds flexibly to changes: <ol style="list-style-type: none"> Works to embrace and assist change Helps to engage others in the change process Shows resilience in times of uncertainty

Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance all roles and levels in Council

Accountability	Action
1. Workplace Health and Safety	1. Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.
2. Culture	1. Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council. 2. Comply with Council's Code of Conduct and all Council policies and procedures at all times.
3. Information Services and Technology	1. Protect and manage Council's information assets in accordance with legislative, Policy and process requirements. 2. Use Council's technology appropriately and with respect.
4. Disaster Management	1. Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.
5. Customer Service	1. Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.
6. Financial Accountability and Governance	1. Models compliance with Council's procurement Policy. 2. Delegations may be applicable to this position and are detailed in the Delegations Corporate Register. 3. Legislative Sub-Delegations and authorisations may also be applicable.
7. Corporate record keeping	1. Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records are appropriately retained in accordance with Council's recordkeeping requirements.

Immunisation Requirements

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

Vaccination Name	Requirement
Tetanus	Staff in job roles which have regular contact with manured soil, work outdoors or work with wood.
Twinrix (Hepatitis A and B)	For staff who are at risk of a needle-stick injury, have regular contact with human tissue, blood or body fluids and / or for staff who work with rural and remote Indigenous communities, childcare, carers of people with disabilities, healthcare workers, plumbers or sewage workers.
Q Fever	Only staff in job roles where contact with cattle, kangaroos, sheep, goats, camels is likely (alive and dead) or are regularly transiting paddocks, work yards etc. frequented by cattle, kangaroos.
COVID-19	Staff are to be fully vaccinated or provide evidence of a medical contraindication.

Acknowledgment

I hereby agree to abide by Council values, policies and the Local Government Act and that this position description clearly outlines the overall responsibilities, physical requirements (through the relevant Job Dictionary) and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the position requirements represent the minimum requirements to perform the duties at the current level.

Signature of Employee	
Print Name	
Date	/ /